#### 2018 eMPowerME

# **Updating Text-to-Speech Accommodations After Scheduling Test Sessions**

Test sessions can be scheduled prior to assigning student accommodations, however, if Text-to-Speech accommodations are assigned **after** a test session has been scheduled the steps outlined in this document must be followed in order to ensure that the student is assigned the correct Text-to-Speech form.

The steps listed below must be taken **before** a student logs in to take their test. If a student has already logged in to a test session and does not have the appropriate accommodations assigned to them, the test will need to be invalidated by DOE and the student will need to be scheduled to take the test again.

### **Step 1: Navigate to the Students tab**

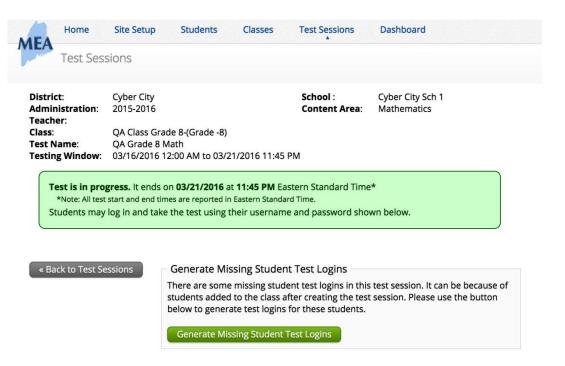
- Go to <a href="https://maine.measuredprogress.org">https://maine.measuredprogress.org</a> and log in using your STC, ITC, or DAC account credentials.
- Click on the **Students** tab.

#### **Step 2: Update the Student Profile**

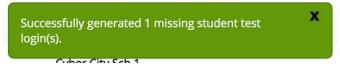
- Search for the student that needs accommodations assigned to them by State ID number, first name, or last name using the magnifying glasses next to the column headers.
- Click the **Edit** link.
- Assign the appropriate non-embedded student accommodations using the checkboxes on the **Student Information** tab.
- Assign the appropriate embedded accommodations using the checkboxes on the **Accommodations** tab.
- Click the **Save** button to save the student profile with the newly assigned accommodations.

## **Step 3: Generate Test Logins for Updated Student(s)**

- Click on the **Test Sessions** tab.
- Click the **View Details/Student Logins** link for the test session to which the updated student is scheduled.
- A message notifying the user that there are some missing student test logins in the test session
  will appear. Click the Generate Missing Student Test Logins button to generate the test logins
  for the students with updated accommodations.

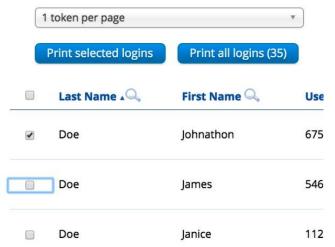


• Upon clicking the **Generate Missing Student Test Logins** button, the user will receive a confirmation message. The user can find the updated student within the testing roster to see that they have been assigned the Read Aloud form. Once the missing logins have been generated, the user can print them.



## **Step 4: Printing Updated Test Logins**

 Using the checkboxes in the far left column, select the student(s) that need updated test logins printed.



- To generate a print file, select **1 token per page**, **8 tokens per page** or **27 tokens per page** from the drop down menu above the table.
- Click **Print selected logins**.
- The student login information (names, user names, and passwords) and test logins are downloaded to a PDF file in a format that can be printed and then distributed to individual students.
- To open the file, click the **Download button** in the lower-left corner of the page. The printout includes a summary of the test session and a list of all the students scheduled to take the test, their user names and passwords, and any accommodations assigned to them.

Teacher Name:

Class Name: ELA Period 6-(Grade -6)

Test Name: ELAItemTools

Testing Window: 1/28/2016 12:00 AM to

2/29/2016 11:45 PM Eastern Standard Time\*

\*Note: All test start and end times are reported in Eastern Standard Time.

| Student Name        | Username  | Password | Accommodations         |
|---------------------|-----------|----------|------------------------|
| Demo Doe, Demo Jane | 109233727 | BCA47965 | Text-to-Speech ELA,    |
|                     |           |          | Screen Zoom, Custom    |
|                     |           |          | Masking, Reverse       |
|                     |           |          | Contrast, Color        |
|                     |           |          | Contrast, Turn off all |
|                     |           |          | universal tools        |
| Demo Doe, Demo Jane | 207567429 | 475C8FE4 | Text-to-Speech ELA,    |
|                     |           |          | Screen Zoom, Custom    |
|                     |           |          | Masking, Reverse       |
|                     |           |          | Contrast, Color        |
|                     |           |          | Contrast, Turn off all |
|                     |           |          | universal tools        |

Each label displays the student name, test name, user name, and password. Separate the tokens with scissors, and then distribute them to the students on the day of the test.

| Demo Doe, Demo Jane  | Demo Doe, Demo Jane                        |  |
|--|--|--|
| Multiple Session Form  | Multiple Session Form                      |  |
| Username: 109233727  | Username: 207567429                        |  |
| Password: 6F2F9F4E   | Password: 64D8C78F                         |  |
|  |  |  |
|  |  |  |
| Demo Doe, Demo Jane  | Demo Doe, Demo Jane                        |  |
| Demo Doe, Demo Jane  Multiple Session Form   | Demo Doe, Demo Jane  Multiple Session Form |  |
| AND THE PROPERTY OF THE PROPER | 2000 1000 10 1000 100 100 100 100 100 10   |  |
| Multiple Session Form  | Multiple Session Form                      |  |